



TITLE: Program Coordinator (Aquatics)/**Position No.** 382

DEPARTMENT/DIVISION: Community Services/Recreation

SUPERVISED BY: Community Centers Administrator

NATURE OF WORK:

- Performs advanced professional, supervisory, and administrative work in the management and operation of the James City/Williamsburg Community Center Pool and the aquatic programs at all division pools.

PRIMARY DUTIES:

- Develops and maintains standards for safety, maintenance and sanitation of the JCWCC pool.
- Develops all aquatic programs for Division pools. This includes Red Cross Swim Lessons and all water aerobics classes.
- Provides guidance and supervision to aquatics staff of the Community Centers; performs personnel actions such as employee selection, performance evaluations, and employee relations; provides ongoing training for all staff members.
- Provides coverage as Manager on Duty for the JCWCC. Manages and supervises the daily operation of the Community Centers including all activities, recreational programs, and patron services; maintains orderly operation through enforcement of policies, rules, and regulations.
- Prepares and maintains aquatics budget; maintains, analyzes, and submits accurate financial, personnel, inventory, accident, building use, and other required records or reports.

JOB PREPARATION NEEDED:

Bachelor's Degree in Parks and Recreation Administration preferably from a National Recreation and Park Association accredited college or university or related field; and considerable experience in management of an aquatics facility, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience which provides the required knowledge, skills, and abilities.

POST-OFFER REQUIREMENTS:

- Credential Check
- Post Offer Drug Screening
- Criminal History Check
- Sex Offender Check
- Driving Record Check

INTRODUCTORY PERIOD: Six Months

JOB LOCATION, CONDITIONS, AND EQUIPMENT OPERATED:

- Duties are performed primarily at the James City/Williamsburg Community Center.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to a supervisor.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. SPATIAL ABILITIES:

- Not Essential function.

V. MOTOR COORDINATION:

- Must have ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.
- Manual Dexterity: Must have ability to use telephone, copy machine, and fax machine.
- Finger Dexterity: Must have ability to manipulate computer keyboard and mouse; use/manipulate rescue equipment; chemicals; mechanical and filtration system. Example: chemical testing/adding chemicals requires digital dexterity.

VI. PHYSICAL DEMANDS:

- Strength: Must have ability to frequently lift 50+ lbs., frequently push/pull 50+ lbs., and frequently hold/carry 50+ lbs. Must have ability to manipulate materials and/or equipment from: ground to waist.
- Climbing: Must have ability to climb step stool, 8-10 foot step ladder, one flight of stairs, and 3-4 steps.
- Standing, sitting, walking, running: Must have ability to: frequently (7-9 hours/day) stand, frequently (7-9 hours/day) sit, frequently (7-9 hours/day) walk. Must be able to walk and run over flat terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 50+ times per day.

- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 5-20 times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

VII. DRIVING:

- Must have ability to drive automatic transmission car.

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Date: June 2011